



The City Library  
THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

### Main Library

210 E 400 S  
801-524-8200  
Mon–Thu 9am–9pm  
Fri–Sat 9am–6pm  
Sun 1–5pm

### Anderson-Foothill Branch

1135 S 2100 E  
801-594-8611  
Mon–Thu 10am–9pm  
Fri–Sat 10am–6pm  
Sun closed

### Chapman Branch

577 S 900 W  
801-594-8623  
Mon–Fri 11am–8pm  
Sat 10am–7pm  
Sun Noon–6pm

### Day-Riverside Branch

1575 W 1000 N  
801-594-8632  
Mon–Thu 10am–9pm  
Fri–Sat 10am–6pm  
Sun 1–5pm

### Glendale Branch

1375 S Concord (1240 W)  
801-594-8660  
Mon–Thu 10am–9pm  
Fri–Sat 10am–6pm  
Sun 1–5pm

### Marmalade Branch

280 W 500 N  
801-594-8680  
Mon–Thu 10am–9pm  
Fri–Sat 10am–6pm  
Sun closed

### Sprague Branch

2131 S 1100 E  
801-594-8640  
Mon–Thu 10am–9pm  
Fri–Sat 10am–6pm  
Sun 1–5pm

### Sweet Branch

455 F Street  
801-594-8651  
Mon–Thu 10am–9pm  
Fri–Sat 10am–6pm  
Sun closed

## MAIN LIBRARY MEETING ROOM APPLICATION

Incomplete applications may result in a processing delay.

FOR LIBRARY USE

RES# \_\_\_\_\_ ID# \_\_\_\_\_

Date/Time Received \_\_\_\_\_

Approved Yes No

Staff Initials \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Select type of organization: Business Community Government Individual Non-Profit

Primary Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Alt. Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Title of Meeting \_\_\_\_\_

Purpose or Subject of Meeting (*be specific, e.g. film screening, panel discussion, lecture, etc.*)

Intended Audience: Organization Members Company Employees  
Clients General Public

Please check appropriate time block(s).  
Specify program time if known.

Date	Estimated Attendance	9am–1pm	2–5pm	6–9pm	1–5pm Sunday only	Room if specified

Please attach a separate sheet for additional dates

---

Will there be any items for sale, charges, fees, donations, or other expenses for attendance or participation?

**(restrictions and fees may apply)**      Yes      No

If Yes, please explain:

Will there be any food items served? **(restrictions and fees may apply)**      Yes      No

If Yes, please select type:      Light refreshments      Boxed meals / Party trays      Catered

Further explanation:

Will there be a need for audiovisual equipment or technical assistance? **(restrictions and fees may apply)**      Yes      No

If Yes, please explain:

What furniture and setup is needed? **(be specific, e.g. lecture, conference style, classroom style)**

The organization applying for permission to use library spaces, through its named representative, agrees to abide by policies and regulations of the library with regard to such spaces, facilities, and equipment. **All programs and meetings scheduled during library hours shall conclude 15 minutes prior to library closing.** Doors to meeting rooms must remain unlocked during public programs allowing for public participation. Public inquiries concerning meeting room use will be answered from information supplied on this application.

Applications will be accepted beginning **May 15** (for July through December dates) and **November 15** (for January through June dates). Applications expire **June 30** (for meetings held January through June) and **December 31** (for meetings held July through December).

I have read and understand the Salt Lake City Public Library meeting room guidelines and regulations and agree to abide by them.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Required if applicant is under 18 years of age)*

---